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# CETA

## On-The-Job Training

# What It Can Do For You

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## **WHAT IS CETA?**

CETA stands for the Comprehensive Employment and Training Act of 1973. CETA is designed to help unemployed, underemployed and disadvantaged persons to acquire training and job skills so that they may be placed into unsubsidized employment. Unlike other federal programs, CETA is administered locally, often by people in your own community.

## **IS OJT JUST ONE MORE FEDERAL PROGRAM?**

Definitely not. On-the-Job Training (OJT) offers employers a simple way of offsetting the high cost of training workers while helping those who lack job skills acquire them.

Hundreds of employers have already used OJT to develop skilled help they were often hard-pressed to find.

## **SOME IMPORTANT FACTORS OF OJT**

... OJT reimburses employers in cash for on-site training. How much reimbursement an employer may receive is dependent upon the job's required skill level, the trainee's wage rate, and the length of training.

... CETA will provide education and training for those participants who are not yet ready for OJT, so that OJT participants will have gained learning abilities and positive work experience upon entering the program.

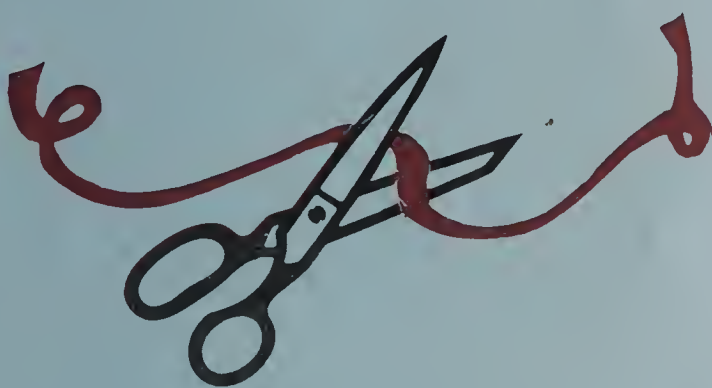
... OJT contracts are available for any entry level job requiring training and for

present employees living below the poverty level whose lack of skills have prevented advancement.

... Of course, local CETA program agents will always be at your service to refer prospective employee/trainees to you should your need for additional personnel increase.

## WHAT ABOUT GOVERNMENT RED TAPE?

Red tape is kept to a minimum. The OJT contracting process is simple and there is little record keeping. Most of the paperwork will be handled by local CETA program agents. Also, local administration means there are no large bureaucracies to deal with.



## WHO IS ELIGIBLE TO RECEIVE OJT MONEY?

Any employer, regardless of size, is eligible to enter into an OJT contract. There is no limit to the number of trainees you can hire.

## TO FIND OUT MORE

Contact your local CETA program agent (listed on back) or mail the attached perforated card.

COMPANY\_\_\_\_\_

PERSON TO CONTACT \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

PHONE ( ) \_\_\_\_\_  
BEST TIME TO CALL \_\_\_\_\_ AM

area code

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PM

Place  
Stamp  
Here

State of Illinois  
Governor's Office of Manpower & Human Development  
623 East Monroe Street  
Springfield, Illinois 62701

ATTENTION: OJT Specialist

**YOUR LOCAL CETA  
PROGRAM AGENT:**

**PERSON TO CONTACT:**

**GOMHD/BOS(OJT):10M (10/77)**